

MyTax.DC.gov User Guide: How to Apply for a Motor Fuel License

Motor Fuel Importers can learn how to apply for a District of Columbia Motor Fuel License at MyTax.DC.gov by following the steps outlined in this guide.

Note: A District of Columbia Motor Fuel License application cannot be completed without an executed Motor Fuel bond.



Can't find what you're looking for? Enter keywords here to filter.

Business

I want to...

- > Register a New Business - Form FR-500
- > Register a Special Event - Form FR-500B
- > Request a Certificate of Clean Hands

Individual

I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > Respond to Verification Letter
- > View Tax Forms

Real Property

I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options

Clean Hands

I want to...

- > Request a Certificate of Clean Hands
- > Validate a Certificate of Clean Hands
- > Learn More About Certificate of Clean Hands

Forms

I want to...

- > Submit an Extension
- > View/Retrieve Current Year Tax Forms
- > View/Retrieve Prior Year Tax Forms
- > View MeF Information

Quick Links

I want to...

- > Submit a Customer Service Survey
- > View FAQs
- > View Tutorials
- > Contact OTR

Quick Payments

I want to...

- > Pay with Credit/Debit Card

RESOURCES

Resources

I want to...

- > Go to OTR Homepage

Submissions

I want to...

- > Retrieve a Saved Submission or Previously Filed Return
- > Submit Requested Documentation
- > Submit VDA

Tax Law and Guidance

I want to...

- > View Private Letter Rulings
- > View DC Tax Code
- > View Tax Guidance Issued by OTR
- > View Notices

Taxpayer Advocate

I want to...

- > View Taxpayer Bill of Rights
- > Request Assistance
- > En Español

More...

I want to...

- > File Form FR-329 - Consumer Use Tax Return
- > Request Government Exemption
- > Request Residential Parking Exemption
- > Search for Certificate/License Exemptions

1. From the MyTax.DC.gov homepage, log in using your **Username** and **Password**.
 - a. If you are a new user, from the MyTax.dc.gov homepage, click on the **Sign up for MyTax.dc.gov** hyperlink to register.

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The screenshot shows the MyTax.DC.gov Summary page for a user named 'BUSINESS TEST'. The page displays three tax accounts: Corporation Franchise Tax, Sales & Use Tax, and Motor Fuel. The Motor Fuel account is highlighted with a red box containing the number '2'. The Motor Fuel account details include: Account 370-000075014, Balance \$0.00, and a 'View Other Options...' link highlighted with a yellow box.

2. From your homepage **Summary**, locate the **Motor Fuel Account**, and click **View other Options**.

The screenshot shows the MyTax.DC.gov Account Management page for the Motor Fuel account. The page is titled 'Account' and shows the account details: Motor Fuel, 370-000075014, BUSINESS TEST. Below the account details, there are two main sections: 'Requests' and 'Account Management'. The 'Requests' section is highlighted with a red box containing the number '3'. Under 'Requests', the 'Apply for a Motor Fuel License' link is highlighted with a yellow box.

3. Under **Requests**, click the **Apply for a Motor Fuel License** hyperlink to begin the process to apply for the license.

MyTax DC

Account

Motor Fuel License

Motor Fuel
370-00075014
BUSINESS TEST

Motor Fuel License

Initial Information

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Preliminary Company Information

Name of Business	Federal Employers Identification Number	Telephone Number
BUSINESS TEST	**-*6789	

License Information

License Period From
01-Jul-2020

License Period To
30-Jun-2021

Cancel Previous **Next** **4a**

- On the **Initial Information** page, complete the requested information as follows (highlighted):
 - Telephone Number
 - Click **Next**.

MyTax DC

Account

Motor Fuel License

Motor Fuel
370-00075014
BUSINESS TEST

Motor Fuel License

Initial Information Bond Information

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Bond Detail

Bond Amount
Required

Surety Company
Required

Cancel Previous **Next** **5a**

- On the **Bond Information** page, complete the requested information as follows (highlighted):
 - Bond Amount
 - Surety Company

a. Click **Next**.

6. On the **Business Postal Information** page, review the **Principal Place of Business Address** to ensure accuracy.
 - a. Answer **Yes** or **No** to the primary mailing address question.
 - b. Click **Next**. Note: If the information is incorrect

Note: If the information is incorrect, you can change the **Address** on MyTax.dc.gov -> **More** tab -> **Manage Names and Addresses**.

Motor Fuel License

Motor Fuel
370-000075014
BUSINESS TEST

Motor Fuel License

Initial Information Bond Information Business Postal Information **DC Specific Address Information**

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Business Information

Activity conducted at this address *
Required

Date Business Began in DC
01-Jan-2016

DC Business Address

Street Address
Required

Street Address 2 Unit Type Unit

City State Zip Code *
WASHINGTON DISTRICT OF COLUMBIA Required

Country
USA Verify

Personal Information

Are you represented by a business?
No Yes

First Name *
Required

Last Name *
Required

Type of Representation *
Required

Representation Information

Street Address
Required

Street Address 2 Unit Type Unit

City State Zip Code *
WASHINGTON DISTRICT OF COLUMBIA Required

Country
USA Verify

Cancel < Previous **Next** >

7a

7. On the **DC Specific Address Information** page, complete the form by filling out the required fields for the following: **Business Information, DC Business Address, Personal Information, and Representation Information.**
 - a. Once completed, click **Next**.

Motor Fuel License

Motor Fuel
370-000075014
BUSINESS TEST

Motor Fuel License

Initial Information Bond Information Business Postal Information DC Specific Address Information **Fuel Import Information**

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Fuel Information

Will you (applicant) be distributing trade marked motor fuel or motor fuel from any other company or distributor?
If Yes, list each company by name when the box appears. Enter one company or distributor per line and hit enter or tab on your keyboard to go the next line.

No Yes

In number of gallons, please estimate the monthly distribution of taxable motor fuel in DC.
Required

Shipping Information

List all shipping points of motor fuel to be imported into DC. Hit enter or tab on your keyboard to go to the next line.

Origin City	Origin State	Own Truck	Common Carrier	Contract Carrier	Other	Specify
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Cancel < Previous **Next** >

8a

- 8. On the **Fuel Import Information** page, answer the **Fuel** and **Shipping** Information questions (highlighted above).
 - a. Click **Next**.

Motor Fuel License
Motor Fuel
370-000075014
BUSINESS TEST

Motor Fuel License

Information Bond Information Business Postal Information DC Specific Address Information Fuel Import Information Officer Information

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Officer Information

If any of the below information is incorrect please return to your Customer Home Page and navigate to the "I Want To" page. Once there, you will find the "Add/Update Officers" link which allows you to make any needed corrections.

Title	ID	First Name	Last Name
OFFICER	***-**-9999	TEST	TEST

Cancel Previous **Next** **9a**

- 9. On the **Officer Information** page, ensure the officer information is correct. If any of the information is incorrect, please return to your **Customer Home Page** and navigate to the "**I Want To**" page. Once there, you will find the "**Add/Update Officers**" link which allows you to make any needed corrections.
 - a. Click **Next**.

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10a

10a

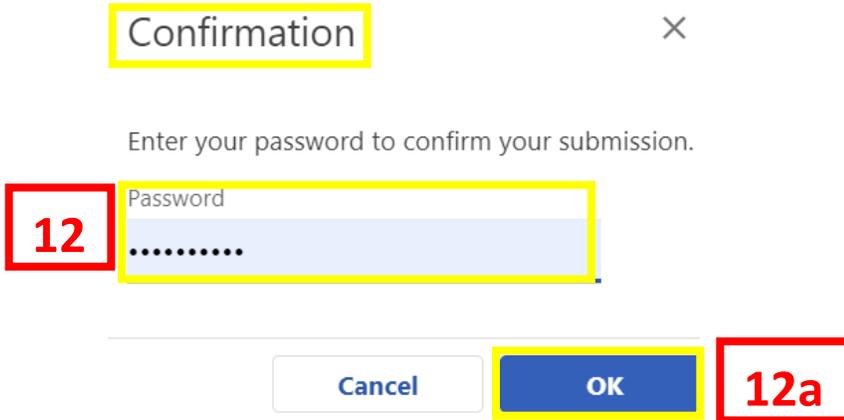
10. On the **Attachments** page, answer **No** or **Yes** to the questions under **Bulk Motor Vehicle Plants and Terminal Information**, **Service Station within DC**, and **Customers within DC**.
 - a. Click the **Add Attachment** tab to attach all applicable motor fuel documentation.
 - b. Click **Next**.

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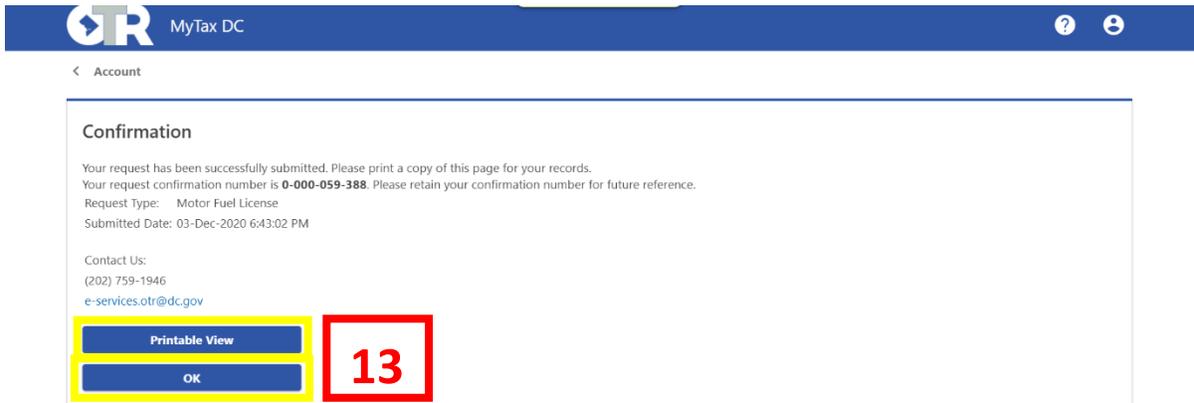
11a

11b

11. On the **Acknowledgement** page, please read the terms of the Motor Fuel License.
 - a. Select your **Title** (e.g. CEO, Owner, Partner) from the drop-down menu.
 - b. Click **Submit**.



12. In the **Confirmation** pop-up window, enter your MyTax.DC.gov Password, which will act as your electronic signature.
 - a. Click **OK**.



13. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.